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ADDENDUM TO RFP #AP103015

1. How many total service hours are expected based on historical data do you anticipate needing for the 2016/17 SY? *Since this is a new program, we do not have historical data on which to rely. However, we are hoping to have the equivalent of 1.5 FTE in this first year and collect data in regards to demand for subsequent years.*
2. Has this ever been awarded before? If so, who are the incumbents? *No, this is a new regional project.*
3. Since the region is so large in size, should vendors build travel time into cost proposal or should there be an additional section to address that? *Yes, vendors should build estimated travel time/mileage into the cost proposal.*
4. Who from Horizon would be coordinating these services? Will each of the 8 CSB's (Community Service Boards) have a coordinator or one central coordinator? *Amanda Cunningham will be coordinating these services from Horizon and will supervise the contract. Each of the 8 boards has an ID/DD Navigator who will serve as a point of contact for that board but Amanda will be the primary contact for the vendor.*
5. How many FTE employees would this RFP be calling for? *1.5 (see answer #1)*
6. In Section VII (Proposal Evaluation Criteria & Selection Process), "References (2-3 letters of support)" is listed as a criterion. Are these letters of support to be inserted in the proposal itself, or submitted alongside the proposal? Or should the individuals writing the letters of support submit them directly to Horizon Behavioral Health to your attention? *The letters referred to in Section VII can be submitted alongside the proposal.*
7. Period of Contract: The Period of contract is defined as the date of the award through June 30, 2016. Do you know if HPR1 has the option or intention of renewing this contract beyond June 30, 2016? *We would definitely have the option to renew on an annual basis. That would be part of the contract negotiation once a vendor is selected.*
8. Will the proposal deadline be moved? *Yes, the proposal deadline is now Monday, December 14, 2015 no later than 3:00 p.m. All proposals received after that time will not be considered.*